



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

March 2, 2018

Dear Interested CSA Provider:

The Fairfax-Falls Church Community Policy and Management Team (CPMT) is offering an opportunity for interested providers of In-Home, Group Home, Residential Treatment, Treatment Foster Care and Private Day Schools Services that are currently providers and are not currently providers for the Fairfax-Falls Church Comprehensive Services Act System of Care to apply and be considered to enter in to an Agreement to Purchase Services to provide services for eligible children, youth and families.

The application opportunity is open to **any qualified, interested organization**. All application documents will be located on the Department of Administration for Human Services, Contracts & Procurement, Solicitations & Provider Opportunities web page.

(<https://www.fairfaxcounty.gov/humanservicesadmin/opportunities>)

Interested providers need to understand and accept that:

- This is not a competitive process and is not required by VA State Code [§ 2.2-4345.1.A.14](#)
- Entering into an Agreement to Purchase Services (APOS) with the Fairfax-Falls Church CPMT does not ensure any guarantee of referrals for service nor does it show a commitment to purchase any quantity of services.
- Payments to contracted providers cannot be made without a Purchase Order on behalf of a specific child or youth being served.
- Fairfax County child serving agencies utilizing CSA funding for their clients are responsible for engaging individual providers based on the specific needs of the client and client's family.

In FY 2017, the CPMT contracted with more than 140 providers to provide services to nearly 1500 children, youth and families, an increase of 11% over those served the prior fiscal year. At this writing, for FY18, there are more than 150 providers serving approximately 962 children, youth and families.

Although the County Executive's Advertised FY19 Budget has been published to include a contract rate adjustment, contract rate increases are not guaranteed.

(<https://www.fairfaxcounty.gov/news2/fy-2019-proposed-budget-investing-in-our-county-priorities/>) All rate increases (for current providers being awarded new contracts) will require CSA Management Team or CPMT approval prior to acceptance. All proposed rate increases require a detailed explanation supporting the increase to be considered. In planning for next fiscal year, we ask that you continue to contain costs through pursuing strategies for increased efficiency while maintaining quality and safety. During the application review process, all proposed therapeutic services and rates will be evaluated for efficiency and cost containment.

The period for the new contract will be July 1, 2018 to June 30, 2021 with one three-year renewal option. Rate sheets will be issued for the entire contract period. Any adjustments to

rates during the period of the contract will result in a new rate sheet for the remainder of the contract period.

Qualifications for Consideration for an Agreement to Purchase Services:

- Medicaid Provider enrollment—PREFERRED FOR ALL ELIGIBLE SERVICES.
- Located in the Commonwealth of Virginia, preferably.
- Licensed by the State of Virginia, or the State where services are provided, to provide the offered services—Agencies offering Outpatient Therapy should hold a license to provide Outpatient Mental Health Services.
- Commitment to the Fairfax-Falls Church CSA System of Care Practice Standards
- Provision of evidence-based practice and interventions.
- Evidence of Trauma Informed practice and cultural/linguistic competence.
- Accreditation by Council on Accreditation (COA), Commission on Accreditation of Rehabilitation Facilities (CARF), or Joint Commission (formerly Joint Commission on Accreditation of Healthcare Organizations. (JCAHO))
- Organization's Outcomes for offered services.

All Potential or current Providers must submit completed:

- Provider Application (*fillable MSWord document, additional pages may be added*)
 - Include a narrative describing the organization, its mission and vision.
 - Include copies of all licenses, certifications and accreditations for the organization.
 - 3 verifiable letters of reference.
 - Annual Report (most recent year)
 - Clinical Staff: names, license type and licensing board. (*Use Providers of Clinical and Licensed Services Application, multiple forms can be submitted depending on the size of organization*)
 - A screenshot of the providers listing on the Office of Children's Services Provider Service Fee Directory. (<http://www.csa.virginia.gov/Directory/ServiceFee>)

Process Timetable

The timetable for the award of Agreements to Purchase Services is outlined below:

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| ◆ Notification of interested potential providers | March 2, 2018 |
| ◆ Application Documents available on the DAHS Website | March 2, 2018 |

The timetable for deliverables to be returned, and for our review is as follows:

Providers return signed Provider Application , including all applicable program descriptions, licenses, insurance documentation	April 30, 2018
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CSA Contracts staff begin reviewing applications and supporting documents.	As documents arrive
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**County contract review staff begin reporting
recommendations to CSA Management Team or CPMT**

April 15, 2018

Begin New Contract Period

July 1, 2018 or Date of signature.

Applications documents should be returned to **CSA Contract Staff, 12011 Government Center Parkway, Suite 738, Fairfax, VA 22035**, or emailed to DAHSCSAContracts@fairfaxcounty.gov. *Email is preferable.*

Review Process

Providers should submit the completed Application, service descriptions, insurance, and licenses/certificates by the last day of the open application period, April 30, 2018.

The Commonwealth of Virginia does not allow the purchase of licensable services from unlicensed providers with CSA Funds. Therefore, all Fairfax-Falls Church CSA contracted providers must have a license issued by the appropriate State Board for all offered licensable services.

CSA programs are to access Medicaid for all Medicaid covered individuals for all Medicaid eligible services. This includes Medicaid Managed Care Organizations. If you are not a Medicaid Enrolled Provider, please provide proof of application, or justification for not participating with Virginia Medicaid for all Medicaid eligible services.

Per CSA State policy, all CSA providers must be approved by the CPMT prior to providing services.

CSA and other County staff assigned to specific service type workgroups will review submissions and begin contacting providers dependent upon receipt of completed packets. The workgroups will be comprised of case managers and supervisors, case managers from the various human service, child serving agencies, and contract management staff. Workgroup staff may conduct a paper review of materials submitted, request further information, and/or may request a site visit before final recommendation of the Agreement/Amendment and payment rates to the CPMT.

Once a provider and their offered services are presented to and approved by the CPMT, contract documents will be sent to the provider.

The goal is to have Agreements signed prior to **June 10, 2018**.

The CPMT appreciates your interest in serving the most vulnerable and at-risk youth and families in the Fairfax-Falls Church community and looks forward to working with you in the future.

Please refer all questions to DAHSCSAcontracts@fairfaxcounty.gov.

Thank you.

Barbara Martinez, MSW
Contacts Analyst Supervisor for CSA
CSA and Healthy Minds Fairfax Contracts Coordinator